

**ADMINISTRATIVE PROCEDURES FOR CM/ECF  
(REVISED 11/04)**

<b>I.</b>	<b><u>REGISTRATION FOR THE ELECTRONIC CASE FILING SYSTEM</u></b>	<b>1</b>
A.	TERMS	1
B.	DESIGNATION OF CASES	1
C.	ELIGIBILITY	2
<b>II.</b>	<b><u>REQUIREMENTS FOR FILING ELECTRONICALLY</u></b>	<b>2</b>
A.	ATTORNEY ELIGIBILITY	2
B.	TRAINING PREREQUISITES	3
C.	TRAINING CLASS	3
D.	NON-ATTORNEY LAW OFFICE STAFF	3
E.	LOGIN AND PASSWORDS	4
F.	SECURITY	4
G.	AUTHORIZED USE OF LOGIN AND PASSWORD	4
H.	REGISTRATION	4
I.	AGREEMENT TO RECEIVE NOTICE ELECTRONICALLY	5
J.	REVOCATION OF PASSWORD	5
<b>III.</b>	<b><u>ELECTRONIC FILING AND SERVICE OF DOCUMENTS</u></b>	<b>6</b>
A.	FILING	6
B.	NON-FILING USERS	6
C.	TIME OF FILING	6
D.	DOCUMENT TITLE	6
E.	ERRORS	7
F.	EMERGENCY PLEADINGS	7
G.	CONSEQUENCE OF ELECTRONIC FILING	7
H.	SYSTEM FAILURE	8
I.	SERVICE	8
J.	CERTIFICATE OF SERVICE	9
K.	DUTY TO FILE ORIGINAL SIGNATURES	9
L.	SOCIAL SECURITY NO. FORM 21	9
M.	RETENTION REQUIREMENTS	9
N.	STIPULATIONS / JOINT MOTIONS	10
O.	NON-REGISTERED AND PRO SE FILERS	10
P.	FEES PAYABLE TO THE CLERK	10
Q.	PROOF OF CLAIMS	11
R.	LIMITED USE PASSWORD	11
S.	SEALED DOCUMENTS	11
T.	MOTIONS FOR BANKRUPTCY CASES AND ADVERSARY PROCEEDINGS	11
U.	ORDERS	13
V.	SUBMITTED ORDERS	13
W.	TEXT ORDERS	14
<b>IV.</b>	<b><u>PUBLIC ACCESS TO THE SYSTEM</u></b>	<b>15</b>
A.	INTERNET ACCESS	15
B.	PUBLIC ACCESS AT THE COURT	15
C.	CONVENTIONAL COPIES AND CERTIFIED COPIES	15
<b>V.</b>	<b><u>MISCELLANEOUS MATTERS</u></b>	<b>15</b>
A.	FILING OF PLAN WITH PETITION	15

B.	DEFICIENT FILINGS .....	16
C.	ENTRY OF APPEARANCE .....	16
D.	LAPTOP COMPUTERS IN THE COURTROOM .....	16
E.	FAILURE TO INCLUDE SS# WITH THE PETITION .....	17
F.	AMENDED SCHEDULES .....	17
G.	NOTICE OF DOCUMENT SIZE ( 2 MEGABYTES) .....	18

**ADMINISTRATIVE PROCEDURES FOR CM/ECF**  
**(REVISED 11/04)**

**I. REGISTRATION FOR THE ELECTRONIC CASE FILING SYSTEM**

**A. TERMS**

1. "CM/ECF System" or "Systems" refers to the Court's Case Management/Electronic Case File System that receives documents filed in an electronic form.
2. "Filing User" refers to those individuals who have registered as an electronic filer and who have a Court issued login and password to file documents electronically. In order to receive an electronic login and password, the filing user must complete the eligibility requirements outlined in I C.
3. "Notice of Electronic filing" refers to the notice automatically generated by the CM/ECF System each time a document event is entered or a document is filed.

**B. DESIGNATION OF CASES**

All cases filed after March 1, 2004 will be part of the Court's CM/ECF System. All pleadings and documents required to be filed with the Court, shall be electronically filed effective **October 1, 2004**. Effective October 1, 2004, all pleadings filed with this Court by attorneys must be filed electronically using an internet connection. Attorneys who file paper documents with the Court after September 30, 2004 may be issued an order to Show Cause as to why they cannot file electronically and will be requested to appear before this Court.

Exceptions to this required procedure for electronic filing documents and pleadings include:

1. Documents under seal.
2. Pleadings and/or documents submitted by parties without legal representation.
3. Proofs of Claim filed by creditors who are not represented by attorneys and who are not registered users of CM/ECF.
4. Any additional exception to this Rule shall only be granted by specific order of this Court under extraordinary circumstances and requires that a

motion be filed with the court, outlining the basis of the request for the exception.

(For further reference, see General Order No. 45.)

The Clerk's Office will image documents that are filed conventionally by those who are non-attorneys. **The Court does not retain the pleadings after they have been imaged except as noted in Section III Part O. Pleadings will be discarded thirty (30) days after imaging absent a written request for return of original pleadings submitted to the Clerk within 15 days of filing.**

**C. ELIGIBILITY**

1. General Rule: Any attorney who is a member in good standing of the bar of the United States District Court for the Eastern District of Oklahoma (including those admitted Pro Hoc Vice), United States Trustees and their Assistants, U.S. Trustees, private Trustees and others as the Court deems appropriate (see Section III Part R), shall be entitled to a System password to permit the attorney to participate in the electronic retrieval and filing of pleadings and other papers in accordance with the System.

**II. REQUIREMENTS FOR FILING ELECTRONICALLY**

**A. ATTORNEY ELIGIBILITY**

In order to be eligible for a system login and password, the following requirements must be satisfied.

1. Local Attorney: The attorney must have successfully completed the Court CM/ECF training program or been certified in another court and met the additional requirements listed in Paragraph 2.
2. Non Resident / Out of District Attorney or Attorney Certified in another District: If the attorney has been granted Pro hac vice status or has been admitted to our Court, the attorney must be registered as a CM/ECF Practitioner in another District Court or Bankruptcy Court and must be familiar with our Court's motion practice, have read our Courts Administrative Procedures for CM/ECF and completed the online web based tutorial which is located on the Electronic Case Filing link of the Court's website at [www.okeb.uscourts.gov](http://www.okeb.uscourts.gov). If an attorney has received a login and password

from another district, after receiving CM/ECF training in that district, proof must be provided to the Clerk's Office of such prior training and certification. We strongly encourage all attorneys to participate in training in a Bankruptcy Court as the District Court training differs considerably from the Bankruptcy Court.

**B. TRAINING PREREQUISITES**

Prior to participating in CM/ECF training, external users are required to:

1. Possess basic personal computer skills, including a working knowledge of the internet, browser usage, ability to prepare and attach PDF'S, e-mail usage and scanning.
2. Establish a PACER Account, if not previously established.
3. Insure hardware and software requirements are sufficient to file electronically.
4. Have a credit card or debit card available to utilize for the payment of fees when electronically filing.

**C. TRAINING CLASS**

The staff of the Clerk's Office will teach a four hour training class for attorneys in order to train the attorney and staff from the attorney's office how to file electronically. Attorneys may sign up for the training class by going to the CM/ECF link on the Court's website at [www.okeb.uscourts.gov](http://www.okeb.uscourts.gov). Following the completion of the in class training, there will be an assignment to file sample pleadings from the attorney's office prior to the certification to become a filing user for CM/ECF. The Court has received approval for four hours of Continuing Legal Education credit for attorney's attendance in the training class. Attorneys and staff will also have an on-line training manual that may be utilized side by side with the CM/ECF computer screen, allowing attorneys to review the training manual, while preparing documents for filing in order to have a step by step directory as to the procedures.

**D. NON-ATTORNEY LAW OFFICE STAFF**

Law office staff and non-attorneys are not eligible for their own login or password, although such staff may attend CM/ECF training as long as the attorney is signed up to take the training or has attended training.

**E. LOGIN AND PASSWORDS**

Registration for a password is governed under Paragraph II H. No filing user shall permit his or her password to be utilized by anyone other than himself/herself or an authorized employee. The attorney is responsible for all pleadings filed utilizing their login and password. A filing user shall immediately notify the Clerk by telephone and by facsimile if they learn that their password has been compromised. Filing users may be subject to sanctions for failure to comply with this provision. Attorneys will be provided a login and password. Attorneys will have the ability to change their password within the system. It should be noted that if the password is changed, the staff at the Clerk's Office has no ability to provide attorneys with their password, if the attorney forgets the password.

**F. SECURITY**

Filing users agree to protect the security of their passwords and immediately notify the Clerk if they learn that their password has been compromised.

**G. AUTHORIZED USE OF LOGIN AND PASSWORD**

The individual named in the CM/ECF Electronic Filing User Registration Form remains the official recipient of the filing user's password. No filing user or other person may knowingly permit or cause to permit a filing user's password to be used by anyone other than an authorized agent of the filing user.

**H. REGISTRATION**

1. A Registration Form attached hereto as Form A is to be used for local attorneys and out of District attorneys and limited use users and shall be submitted for each filing user. This Form is also available on the Court website at [www.okeb.uscourts.gov](http://www.okeb.uscourts.gov).
2. All Registration Forms shall be returned to the United States Bankruptcy Court, Eastern District of Oklahoma, Post Office Box 1347, Okmulgee, Oklahoma 74447, Attention: Debi Anderson.
3. After successful completion of the Court's training program, (including training class and office assignment) or certification by the Clerk in circumstances where an attorney has received certification in another District and has completed the Court's assignment, read the Administrative

Procedures and motion practice, each filing user will receive a System password.

4. The password required to submit documents to the System serves as the filing user's original signature on all electronic documents filed with the Court. The password also serves as a signature for purposes of Federal Rules of Bankruptcy Procedure 9011, other Federal Rules of Bankruptcy Procedure, the Local Rules of this Court and any other purpose for which a signature is required in connection with proceedings before the Court. Electronically filed documents must include the signature block that sets forth the name, address, telephone number and the attorney's bar registration number. In addition, the name of the filing user, under whose login and password the document is submitted must be preceded by a "s/Jane Doe" and typed in the space where the signature would otherwise appear.

**I. AGREEMENT TO RECEIVE NOTICE ELECTRONICALLY**

Participation in the System by receipt of a password from the Court, shall constitute a request for service and notice electronically pursuant to Federal Rule of Bankruptcy Procedure 9036. Filing users, by receiving a password from the Court, agree to receive notice and service by electronic means and registration as a filing user constitutes:

1. Waiver of the right to receive notice by first class mail or certified mail and consent to receive notice electronically.
2. Waiver of the right to service by personal service, first class or certified mail and consent to electronic service, except with regard to service of a summons and complaint under Federal Rules of Bankruptcy Procedure, 7004. Waiver of service and notice by first class mail or certified mail also applies to notice of an entry of order of judgement, under Federal Rules of Bankruptcy Procedure 9022.

**J. REVOCATION OF PASSWORD**

The Court may revoke a filing user's password and therefore, his or her authority and ability to electronically file documents under any of the following conditions:

1. Failure to comply with any provision of the agreement contained in the filing user's Registration Form.
2. Failure to adequately protect his or her password.
3. Failure to comply with the provisions of these Administrative Procedures for electronically filed cases.
4. Failure to pay fees required for documents filed electronically.
5. Misuse of the System.
6. As a sanction ordered by the Court after notice and an opportunity for hearing.

### **III. ELECTRONIC FILING AND SERVICE OF DOCUMENTS**

#### **A. FILING**

Except in an exceptional circumstance which prevents the user from filing electronically, all petitions, motions, memorandums of law or other pleadings and documents to be filed with the Court in connection with a case assigned to the System shall be electrically filed on the System.

#### **B. NON-FILING USERS**

Notwithstanding the above requirement, non-attorneys who are not registered participants in the System are not required to electronically file pleadings and other papers in a case assigned to the System.

#### **C. TIME OF FILING**

The System is "real time" therefore, the receipt of filing will show the actual date and time a document was filed in the System. Documents which are electronically filed on the System outside of normal business hours will be deemed filed on the date and time received. For example: If a document is received on November 1, 2003 at 10:00 P.M., the receipt of filing will show that date and time and the document will be deemed filed as of that date and time. Deadlines will not change as a result of this policy. The deadline for filing, unless otherwise specifically set, is midnight of the due date (Central Standard Time). Deadlines falling on a weekend or legal holiday will allow filing on the next working day.

#### **D. DOCUMENT TITLE**

The filing user must designate a title for the document by selecting the appropriate event title from the categories provided in the System. Once a document is



submitted, it becomes part of the case docket and only the Clerk's Office can make changes to the entry.

**E. ERRORS**

A document may be incorrectly filed in the case as a result of attaching the wrong PDF to the docket entry, selecting the wrong document type from the menu or entering the wrong case number and submitting the pleading to the System without correcting the error. If the filing user discovers an error, he or she should contact the Clerk's Office at 918-758-0126 Ext. 228 or 235 to notify the Clerk's Office of the error. If you are unable to reach these extensions, dial "0" to be directed to another employee. After hours, if you have made an error, please call 759-HELP. If appropriate, the Court will make an entry indicating that the document was filed in error and the filing user will be notified if he or she should refile the document or if a corrective entry needs to be made. **Do not refile the document without contacting the Clerk's office.**

**F. EMERGENCY PLEADINGS**

Emergency motions, complaints for temporary restraining orders and supporting pleadings and objections thereto, may be filed electronically but the filer must contact the Judge's Law Clerk at 918-758-0366; if unavailable, contact the Courtroom Deputy at 918-758-0126 Ext. 236 or 238 to advise simultaneously with the transmission. If the transmission is made after 4:30 p.m., the telephone call must be made by 9:00 A.M. the following work day.

**G. CONSEQUENCE OF ELECTRONIC FILING**

1. Electronic transmission of the documents with the CM/ECF System or the docketing of an event on the System consistent with these rules, together with the transmission of a notice of electronic filing from the Court, constitutes filing of the documents for all purposes of the Federal Rules of Bankruptcy Procedure and the Local Rules of this Court, and constitutes entry of the document or event on the docket kept by the Clerk under Federal Rules of Bankruptcy Procedure 5003.
2. When a document has been either filed electronically, filed conventionally and subsequently imaged, the official record is the electronic recording of the document as stored by

the Court, and the filing party is bound by the document as filed or event docketed.

**H. SYSTEM FAILURE**

If the Court's electronic filing equipment is inoperable at the time of the deadlines for filing any paper, the filing user should submit, as soon as practical thereafter, with the understanding that the late filing will be excused, unless an extension is prohibited by law. Filing users may call the Clerk's Office at 758-0126 or 759-HELP to determine if the system is inoperable at the Court site or if the problem is a result of the filing user's equipment malfunction. If the late filing is due to the filing user's electrical filing equipment being inoperable, the filing user should submit as soon as practical thereafter, with the understanding that the Judge will make a determination if circumstances justify an excused late filing. If either the Court's or the filing user's electronic filing equipment is temporarily inoperable, the filing user should e-mail the PDF of the pleading, in order to satisfy an immediate deadline in a pending case. Permission may be obtained to fax the pleading if it is due immediately.

There is a public access room available from 8:00 - 5:00 where public computers are available to attorneys and non-attorney filers to assist registered users in their ability to file electronically.

**I. SERVICE**

Whenever a document is filed electronically in accordance with the electronic filing procedures, the System will automatically generate a Notice of Electronic Filing at the time of docketing, and the Notice will be automatically sent to all parties in the case who are registered users in the System.

If the recipient of Notice for Service is a registered attorney/participant in the System and service upon that attorney/participant is permitted by first class mail under applicable Bankruptcy Rules, the Notice of Electronic Filing automatically generated by the System and sent to the attorney/participant, shall be the equivalent of service of the document by first class mail, postage prepaid.

The filing user shall serve the document upon all persons entitled to Notice for Service in accordance with the applicable rules who are not participants in the System

and file a Certificate of Service in accordance with Paragraph III J.

**Service of a Summons and a Complaint filed in an Adversary Proceeding or Involuntary Bankruptcy Proceeding shall continue to be made pursuant to Federal Rule of Bankruptcy Procedure 7004.** Electronic Service is not sufficient service for these pleadings. The Return of Service on the Summons shall be filed electronically.

**J. CERTIFICATE OF SERVICE**

Whether service of documents is on a registered attorney/participant, in compliance with paragraphs III I or on non-registered parties/attorneys in compliance with Local Rules and Federal Rules, the Certificate of Service is still required for all pleadings. The filing user should prepare a Certificate of Service stating the date, and the name and address of the parties receiving notice by U.S. Mail and save it to a PDF document. The filing user should then file the Certificate of Mailing, under **Bankruptcy**, then **Other**, then **Browse** and **Attach** the PDF Certificate of Mailing. Then choose **Yes** to add attachments to the Certificate of mailing. The attachment(s) should be the Notice of Electronic filing of the pleading(s) showing who received notice by electronic means. You may also attach a Mailing Matrix if you mailed the Motion and Notice to the Matrix. You must then link the Certificate of Mailing back to all the pleadings that you mailed out or that were noticed electronically.

**K. DUTY TO FILE ORIGINAL SIGNATURES**

1. As of October 31, 2004, it will no longer be required to file the *Declaration of Electronic Filing* form with this court. If you determine it is in the best interest of your clients to continue to prepare this form, you should retain it in your file.

**L. SOCIAL SECURITY NO. FORM 21**

Social Security No. Form 21 is required to be filled out and signed by the Debtors but not filed with the Court. It should not be a part of the Petition, but should be kept by the attorney filer.

**M. RETENTION REQUIREMENTS**

Documents that are electronically filed and require original signatures other than that of the filing user must be maintained in paper form by the filing user for

a period of one (1) year, after the case has closed and all time periods for appeals have expired. On request of the Court, the filing user must provide original documents for review.

**N. STIPULATIONS / JOINT MOTIONS**

In the case of a stipulation, a Joint Motion or other documents to be signed by two or more persons the following procedure shall be used

1. The filing user shall initially confirm that the content of the document is acceptable to all persons required to sign the document, and shall obtain and have in his or her possession the signatures of all parties on the document.
2. The filing user shall then file the document electronically indicating the signatories, e.g., "s/ John Doe or s/ Jane Doe."
3. The filing user shall retain the paper copy of the document containing the signatures for a period of one (1) year after the case is closed. In Adversary Proceedings, the parties shall maintain the original document until after the proceeding is concluded and at least one (1) year, after all time periods for appeals have expired. Upon request, the signed document must be provided to the other parties or the Court for review.

**O. NON-REGISTERED AND PRO SE FILERS**

Petitions, lists, schedules, statements, amendments, pleadings, affidavits and other documents which must contain an original signature or which require verification under Federal Rule of Bankruptcy Procedure 1008, or an unsworn declaration as provided in 28 USC §1746 must be filed in paper form with both signatures. These documents will be scanned so they may be filed electronically in the System. The original petition carrying the debtor's signature in pro se cases shall be maintained in the Clerk's Office after scanning.

**P. FEES PAYABLE TO THE CLERK**

All documents requiring a filing fee that are filed in the System must be paid electronically by the filing user by entering a debit card or approved credit cards which will be the only acceptable method for payment of such fees. Payments of the filing fee shall be made on the date the document is submitted to the Court. Failure to

make payment within 24 hours of the filing will result in the filing user being automatically locked out of the System. Filers will not be able to file additional pleadings until the payment is made and filer is allowed back in the system.

**Q. PROOF OF CLAIMS**

Exhibits (20 page limit of normal type print) in support of a Proof of Claim shall be filed electronically whenever possible and shall be docketed as one event with the Proof of Claim. The exhibits should be electronically imaged and filed in PDF format together with the Proof of Claim. Registered participants shall file proofs of claim electronically. The party filer must add the creditor name exactly as it is on the claim.

**R. LIMITED USE PASSWORD**

Proof of Claims and Reaffirmation Agreements may be filed electronically by the person obtaining a limited use password from the Clerk's Office. Each participant must complete and sign an Application for Limited Use/Claim Password Form, attached hereto as Form A and available on the CM/ECF section of our website at [www.okeb.uscourts.gov](http://www.okeb.uscourts.gov). Persons will not be required to be an attorney to receive a limited use password in order to file a proof of claim and reaffirmation agreements.

**S. SEALED DOCUMENTS**

A Motion to file documents under seal shall be filed electronically without attaching the documents that are subject to the Motion. Contemporaneously, with the filing of the Motion to file documents under seal, the filing user shall conventionally file, in paper format, documents that are to be placed under seal with the Court for its review. If the Motion to File Under Seal is granted, the related documents will be maintained by the Clerk's Office under seal until further ordered. The Order of the Court authorizing the filing of such documents under seal will be entered electronically by the Clerk's Office and a paper copy of the Order shall be attached to the documents and under seal.

**T. MOTIONS FOR BANKRUPTCY CASES AND ADVERSARY PROCEEDINGS**

The following procedure, which is outlined in more detail on the Court's website, should be utilized for the motion practice. Forms regarding the motion practice are also

available on the website. The time on the web includes three days for mailing.

Prepare your motion and save as a PDF document. Prepare your proposed order and save as a PDF document. Prepare your Form 20 Notice of Motion and save as a PDF document or you may go to the Court's website at [www.okeb.uscourts.gov](http://www.okeb.uscourts.gov). under Forms or Hearing Dates and use the fillable Form 20 and save as a PDF. You will need to obtain the objection deadline date and the hearing date from the website under Hearing Dates. You will choose the chapter, the type of motion and then get a hearing date. Utilize those dates to fill in the Form 20 listed within the Hearing Dates website. The filing user will then log in to CM/ECF and file the motion under **Bankruptcy** or **Adversary**, then under **Motions** and **Browse** and **Attach** the PDF motion. You must file your motion and notice the same day you obtain the objection and hearing date from the website. The filing user will receive a Notice of Electronic Filing which needs to be saved to a PDF document to be attached to the Certificate of Mailing.

Next, the PDF E-Order will need to be uploaded to the Court. See **ORDERS**: Next, file the Notice of Motion Form 20 under **Bankruptcy** or **Adversary**, then **Notices** and **Browse** and **Attach** the PDF Notice of Motion. The filing user will receive a Notice of Electronic Filing which needs to be saved to a PDF document to be attached to the certificate of Mailing. The motion and notice will be electronically mailed to all parties that have elected to receive electronic notice. Next, the filing user will be required to examine the Notice of Electronic Filings to determine who did not receive notice electronically and mail the Motion and the Notice of Motion to any interested party via U.S. Mail.

The filing user will then prepare and save to a PDF document, a certificate of Mailing stating who received notice of the Motion and Notice of Motion by U.S. Mail and on what date it was mailed. The filing user will then file the Certificate of Mailing under **Bankruptcy**, then **Other**, then **Browse** and **Attach** the PDF Certificate of Mailing. Then choose **Yes** to add attachments to the Certificate of Mailing. The first attachment will be the Notice of Electronic Filing of the Motion that was saved in PDF. The second attachment will be the Notice of Electronic Filing of the Notice of Motion. You may attach a mailing matrix if you mailed the Motion and Notice to the Matrix. You must then link the Certificate of Mailing back to the Motion and the Notice. You do not

have to attach the Motion or the Notice to the Certificate of Mailing.

The attorney will schedule the motion for a hearing and if no objection is filed to a motion, (and it is not any motion that requires a hearing) then the hearing will be taken off of the docket without further notice. If an objection is submitted timely, all parties shall be prepared to attend the hearing as no further notice of the hearing will be mailed.

Application for Compensation Procedure will be handled in the same fashion as the motion procedure with specific guidelines regarding the Application for Compensation outlined on our website at [www.okeb.uscourts.gov](http://www.okeb.uscourts.gov).

**U. ORDERS**

Pursuant to Local Rule 9072-1, proposed order granting the relief requested shall be presented to the Clerk when a motion is filed. The proposed order must conform to the following format requirements:

1. The top margin of the FIRST PAGE must be four (4) inches. All other pages of the order will have a top margin of one inch.
2. To assist the court in verifying that the "entire" body of the submitted order has been properly transmitted, the LAST LINE in the order must be three (3) pound symbols (###), centered in the middle of the page, to indicate the order is completed.
3. A line for the date and a signature line for the judge is omitted. All orders will be signed electronically by the judge in the space provided by the top margin on the first page.
4. All orders prepared by legal counsel shall indicate the name of the law firm, name and bar number of the attorney responsible for the order, mailing address and phone number for the firm and, if desired, the fax number and/or e-mail address. This information shall be included on the order after the line containing the three (3) pound symbols.
5. All proposed orders must contain the language "The Movant Shall Notify All Interested Parties Of This Order".

**V. SUBMITTED ORDERS**

All Orders must be submitted electronically using **Order Upload** in ECF. The fonts used with Adobe Acrobat Writer

Version 3 or 4 must be Courier, Helvetica, or Times New Roman (regular, bold, italic and bold italic). The fonts used with Adobe Acrobat Writer Version 5 must be Arial, Courier or Times New Roman (regular, bold, italic and bold italic). Other fonts will not process correctly through the court's noticing center. Orders shall not be combined with the application or motion. The application or motion must be filed prior to submitting a proposed order to **Order Upload**. Do not attempt to file a pleading which contains an order in the body of the pleading. The submitting party should upload the E-Order through ECF by selecting **Bankruptcy**, then **Order Upload**, **Upload Single Order**, type in the case number, type in the docket entry number or click **Next**, select the arrow key on the **Order Type** box and choose ExParte, if it is a motion or application where no hearing is required. Choose **Expedited** only if the court has told you to use this category. Choose **Hearing Held** if you had attended a hearing and the Order is a result of that hearing. Choose **Hearing Scheduled** if you are scheduling a hearing or using Notice of Motion. Choose **Other** if it is an Agreed Order. You will need to type in the hearing date that you have obtained from our website if you choose **Hearing Held** or **Hearing Scheduled**, then **Browse**, verify and **Attach** the PDF file of your Proposed Order. An upload success message appears. The PDF file name is the Court's name. You can click on the file name to view the E-Order. Save the Notice of Electronic Submission of the Order.

**W. TEXT ORDERS**

The Court will be issuing text orders, which will not include a separate document signed by the Judge. The entry of the text on the docket sheet will take the place of a signed order. A text order will be identified by the Statement "This notice of Electronic Filing is the official Order for this entry. No document is attached. And IT IS SO ORDERED S/JUDGE TOM R. CORNISH". Whatever form an order of the Court takes, it will still have the same power and effect as paper orders signed by the Judge.

The moving party will be required to print the text order and mail it to any party not receiving electronic notice.

**IV. PUBLIC ACCESS TO THE SYSTEM**



**A. INTERNET ACCESS**

Although any person can retrieve and view documents in the System and access information from it without charge at the Clerk's Office, electronic access to the System for viewing purposes is otherwise limited to subscribers to the Public Access to Court Electronic Records System (PACER) and, in accordance with the Ruling of the Judicial Conference of the United States, a user fee will be charged for accessing certain detailed case information, such as reviewing filed documents and docket sheets but excluding review of calendars and similar general information. A PACER login and password can be secured by contacting the PACER Service Center to establish an account. Registration may be made on line at <http://pacer.psc.uscourts.gov> or by calling the PACER Service Center at 800-676-6856.

**B. PUBLIC ACCESS AT THE COURT**

The public will have electronic access at the Clerk's Office during regular business hours (8:30 - 4:30) for viewing the docket sheet and documents filed in the System.

There is a public access room available from 8:00 - 5:00 where public computers are available to attorneys and non-attorney filers to assist registered users in their ability to file electronically.

**C. CONVENTIONAL COPIES AND CERTIFIED COPIES**

Conventional and certified copies of electronically filed documents may be purchased at the Clerk's Office during regular business hours. The fee for copying and certification will be in accordance with provisions 28 U.S.C. §1930.

**V. MISCELLANEOUS MATTERS**

**A. FILING OF PLAN WITH PETITION**

When filing a Chapter 13 Petition, if the Plan is submitted for filing on the same date as the Petition, then the Clerk's office will mail the plan to all of the creditors. If the Plan is not submitted at the same time as the Petition, then it will be the attorney's responsibility to mail the Plan to the creditors.

**B. DEFICIENT FILINGS**

If the debtor fails to timely file all the pleadings necessary to initiate the case and as required by the Bankruptcy Code and Bankruptcy Rules under Rule 1007, then the United States Trustee is deemed to have filed a Motion to Dismiss the bankruptcy case pursuant to the appropriate provision of the Bankruptcy Code and Rules of Bankruptcy Procedure under Rule 1017. The bankruptcy case will be dismissed without further notice and a hearing if the deficiencies specified in the **\*Notice of Deficient Filing issued by the Court when the case is filed** are not corrected within the time period set forth in the notice. At any time before the date set for entry of an Order of Dismissal, the debtor

(1) may file a Motion requesting a hearing at which debtor shall show cause why the case should not be dismissed for deficiencies or

(2) may file a Motion and proposed order seeking an extension of time to file deficiencies.

\*The Notice will give debtors 15 days to request a hearing, file a Motion to Extend time or file their schedules or the case will be dismissed.

**C. ENTRY OF APPEARANCE**

When filing an Entry of Appearance on behalf of a creditor, you must list the creditor's complete name and address on the Entry of Appearance.

**D. LAPTOP COMPUTER USE IN THE COURTROOM**

Possession of laptop computers is authorized for the following individuals under the conditions outlined.

1. Lawyers who present photo identification and a current bar registration card from this court;
2. Pro Hac Vice counsel who present photo identification and a court order which establishes that they are admitted to practice for a particular case, when counsel is at the courthouse on business related to that case;
3. Individuals who are granted specific written permission from this court.

All such individuals and laptop computers are subject to proper screening and security clearance before entry into the courthouse. Failure to permit screening of the device will result in the refusal to admit the laptop computer.

No person who is allowed to possess a laptop computer in the courthouse may allow it to be used by any unauthorized person or for any unauthorized purpose.

Use of devices in the courthouse: Laptop computers are allowed, but the volume must be muted. No other electronic communication device may be used in the courtroom.

Any electronic communication device that is used in violation of this rule is subject to immediate, permanent confiscation. In addition, in the discretion of the court, the violator or other responsible party may be subject to other sanctions (including financial sanctions).

(For further reference see General Order #46)

E. **FAILURE TO INCLUDE SS# WITH THE PETITION**

The caption of a petition commencing a case under the Code shall contain the social security number and employer's tax identification number and all other names used by the debtor within six years before filing the petition pursuant to Rule 1005, Federal Rules Bankr.P. If the electronically submitted petition does not contain the data for the debtor's full social security number or a petition filed by a non-attorney does not contain Official Form 21 stating the debtor's full social security number, the filing attorney or non-attorney is responsible for mailing Official Form 21 stating the debtor's full social security number to all parties listed on the debtor's matrix and filing with the court a certificate of service that they have done so. The Official Form 21 shall be submitted to the court to add the debtor's social security number to the case information data. The Official Form 21 should not be electronically filed and should not be attached to the certificate of service that is electronically filed. Attorney filers should include the social security number on the Petition and not submit Form 21, but must retain a copy of the Form in their office for at least one year after the case is closed and the appeal time has run.

F. **AMENDED SCHEDULES**

For amendments to a debtor's schedule of creditors, list of creditors, matrix or mailing lists, the fee is governed by 11 U.S.C. Section 1930, for each amendment. No fee is required when the nature of the amendment is to change the address of a creditor or an attorney for a creditor listed on the schedules or to add the name and

address of an attorney for a listed creditor. The attorney for the debtor is required to file a cover page stating the type of amendment that is being made if the attorney is not required to pay the fee for the amendment. Otherwise, the fee will automatically be charged. Amendments to the debtor's schedules should not be uploaded to the court using case upload, as this creates a new bankruptcy case.

G. **NOTICE OF DOCUMENT SIZE REQUIREMENT (2 MEGABYTES)**

The file size of PDF documents should be kept under 2 megabytes (2 MB, which is equal to 2,000 kilobytes). You will need to check the file size of the PDF file and split the file into smaller files if the file is larger than 2 MB.

Check the document's file size by selecting the folder containing the file you wish to view. Click on **View, Details**. You will see the file size for all files under the header **Size**, or open the file in Acrobat. Click on **File, Document Info, General**. The file size displays in bytes.

NOTE: If you find a file over 2 MB or 2,000 KB or 2,000,000 bytes, it's too big and you will need to divide the document into smaller chunks.

For documents to be scanned, you should scan the document as usual. Limit the scanning to no more than 50-page chunks of the document per file name (Note: Even breaking the document into 50-page batches doesn't necessarily mean that the file size will be under 2 MB. The number of pages in a document doesn't determine file size).

Check the file size of the resulting PDF file by opening the document in Acrobat. Click on **File, Document info, General**. The file size displays in bytes. Remember, if you find a file over 2,000,000 bytes, it's too big and you will need to divide the document into smaller chunks.

In addition, we recommend when setting up scanning equipment to select a 200 dpi (dots per inch) setting and scanning for black & white.

Some setups may not have a 200 dpi setting so the nearest possible setting to that resolution is best. Over 300 will create very large image sizes.

Some scanners may not have a "black & white" setting. It might be entitled text document or something similar to text document.

**United States Bankruptcy Court  
Eastern District of Oklahoma**

**ELECTRONIC CASE FILING SYSTEM REGISTRATION  
FOR FULL ECF PARTICIPANTS AND TRAINING WAIVER FORM OR  
LIMITED USE CLAIM PASSWORD**

If you have completed the training required to access the ECF system for the United States Bankruptcy Court in another district or you wish limited use access to the ECF system you may complete this form to receive a login and password without completing a four hour class. Full participants will need to complete an online exercise and review the Administrative Procedures for CM/ECF as well as motion and order practice, as they may differ from procedures in the court where you received your training.

Access Requested: ☐ Full Participant **Skip directly to Section 2.**

☐ Limited Use Participant **Complete Sections 1 and 2.**

**Section 1. IF YOU WISH TO BE A LIMITED USE PARTICIPANT:**

☐ Attorney

I affirm that I am admitted to practice in the United States Courts for the \_\_\_\_\_  
District of \_\_\_\_\_(State), That I desire to file pleadings in the Eastern District of  
Oklahoma and I have made Application to appear Pro Hac Vice and presented the appropriate fee  
to the U.S. District Court for the Eastern District of Oklahoma.

☐ Creditor (non-attorney)

I affirm that I am authorized to prepare and file Proof of Claims on behalf of \_\_\_\_\_  
\_\_\_\_\_ and/or am authorized to execute and submit Reaffirmation  
Agreements on behalf of \_\_\_\_\_.

**Section 2. ALL APPLICANTS MUST COMPLETE THE FOLLOWING:**

First/Middle/Last Name:\_\_\_\_\_

Last Four digits of Social Security Number: \_\_\_\_\_

Attorney Bar# and State:\_\_\_\_\_

Firm Name:\_\_\_\_\_

Firm Address:\_\_\_\_\_

Voice Phone Number:\_\_\_\_\_

Fax Phone Number:\_\_\_\_\_

Internet E-Mail Address:\_\_\_\_\_

By submitting this registration form, the undersigned agrees to abide by the following rules:

The System is for use only in cases and proceedings in the United States Bankruptcy Court for the Eastern District of Oklahoma. The System may be used to file and view electronic documents, docket sheets, notices and other information.

Each attorney desiring to file pleadings or other paper electronically must complete and sign a Registration Form. If an attorney, an attorney's password combined with the user's identification login serves as and constitutes the attorney's signature. Therefore, an attorney must protect and secure the login and password after it is issued by the Court. If there is any reason to suspect the login and password has been compromised in any way, it is the duty and responsibility of the attorney to immediately notify the Court. The Clerk of Court will immediately delete the password from the System and issue a new password.

Pursuant to Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy Procedure 9011, every pleading, motion and other paper (except creditor lists, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. The electronic filing of a petition, pleading, motion, or other paper by an attorney who is a registered participant in the System shall constitute the signature of that attorney under Federal Rule of Civil Procedure 11 and Federal Rule of Bankruptcy

## FORM A

### Procedure 9011.

The Registered Attorney is responsible for any applicable fees required in conjunction with filings made using the assigned account and shall pay those fees on line using the credit card payment module of the System. Failure to do so may result in temporary loss of access to the System

This registration constitutes: (1) consent to receive notice electronically and waiver of the right to receive notice by first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Bankruptcy Rule 7005; (2) consent to electronic service and waiver of the right to service by personal service or first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D) and Bankruptcy Rule 7005, except with regard to service of a summons and complaint. Waiver of service and notice by first class mail applies to notice of the entry of an order or judgement. Service as required by Bankruptcy Rule 9014 shall not be perfected by electronic notice.

A user accesses Court information via the Court's Internet site or through the Public Access to Court Electronic Record ("PACER" ) Service Center. Although electronic filing is accomplished through the System, all electronic public access to case file documents occurs through PACER. A PACER login is required in addition to the password issued by the Court. To register for PACER, a user must follow direction for registration available on the PACER web site ([www.pacer.psc.uscourts.gov](http://www.pacer.psc.uscourts.gov)).

By this registration, the undersigned, has read and agrees to abide by all of the rules and regulations in the Order Regarding Procedural Rules for Electronic Case Filing and Administrative Procedures for CM/ECF currently in effect and any changes or additions that may be made to such administrative procedures in the future.

I currently meet and will continue to meet all hardware and software requirements promulgated by the court for system use. I understand that the current minimum requirement for filing documents are: a personal computer such as windows 95, 98, 2000, NT, Millennium or Macintosh. A PDF - Compatible word processor software. High-Speed Internet access, if available. Internet Explorer, Netscape Navigator, Adobe Acrobat PDF "Writer" or Software to convert documents to PDF. Scanning equipment may be necessary to create electronic images not in the word processing system.

I understand that it is my responsibility to maintain in my records all documents bearing my original signature that are filed using my password and all documents bearing the signature of any signer on whose behalf I file a document using my password for a period of one year after the case is closed.

I understand that I must submit to the clerk's office a completed Declaration regarding Electronic Filing of Petition and Schedules form for every new case filed.

I understand that it is my responsibility to notify the Court, immediately, of any change in my address, telephone number, fax number, or e-mail address.



FORM A

Please return to: **U.S. Bankruptcy Court  
Eastern District Oklahoma  
CM/ECF  
POB 1347  
Okmulgee OK 74447**

---

Applicant Signature

---

Date